



TEMPORARY FOOD EVENT APPLICATION

WCHD-Main Office
501 Ella Ave
Joliet IL 60433
(815) 727-8490
Fax (815) 846-1789

WCHD-North Branch
323 Quadrangle Drive
Bolingbrook IL 60440
(630) 679-7030
Fax (630) 679-7031

WCHD-East Branch
5601 W Monee-Manhattan Rd Ste 109
Monee, IL 60449
(708) 534-5721
Fax (708) 534-3455

EH@willcountyhealth.org

EVENT INFORMATION	Event name			
	Location: (address, city)			
	Event Contact	Name:	☐ Number	
		Please check preferred method of contact	☐ Email	
	Date of Event: (up to 14 dates)			
Date & Time when ready for inspection				

VENDOR INFORMATION	Vendor/Facility Name:			
	Location: (address, city, state, zip)			
	Contact	Name:	☐ Number	
		Please check preferred method of contact	Email	
	Are you a licensed Food Establishment in Will County? ☐ yes ☐ no			
	If you are not licensed in Will County, are you licensed in another county/state? ☐ yes ☐ no			
	Please provide a copy of your license, most recent inspection, or commissary agreement.			
	Are you a Non-for Profit? ☐ yes ☐ no if yes, provide copy of NFP status			
Do you have a Certified Food Protection Manager? ☐ yes ☐ no				
Name: _____ # _____				

MENU INFORMATION	Menu Item	Prepared onsite	Prepared offsite *	Cooled/reheated	Samples only
	List all items to be served at event.				

* All food prepared off site MUST be done in an approved facility. **FOOD MADE IN A HOME KITCHEN ARE NOT ALLOWED.**

WCHD Temporary Food Event Application continued

TEMPORARY FOOD SERVICE INFORMATION	Are You A Food Truck? ☐ Yes ☐ No			
	Handwashing	☐ Container With Hands Free Spigot ☐ Hand Sink	Ware Washing	☐ 3 Buckets ☐ Extra Utensils* ☐ 3 Comp Sink
	Hot Holding Equipment:	☐ Steam Table ☐ Hot Box ☐ Oven ☐ Grill ☐ Other _____	Cold Holding Equipment:	☐ Refrigerator ☐ Freezer ☐ Other _____
	Water Supply	☐ Public ☐ Private Well. Attached Water Sample Results	Waste Water Disposal	☐ Public ☐ Holding Tank
	Floor Construction	☐ Asphalt/Concrete ☐ Tarp ☐ Tile ☐ Wood ☐ Stainless Steel	Canopy	☐ Tent ☐ Wood ☐ Food Truck/Trailer
	Barrier To Public	☐ Tables ☐ Food Truck ☐ Interior Kitchen	Pest Control	☐ Fans ☐ Screens ☐ Food Covers
Sanitizer	☐ Chlorine (Bleach) ☐ Quat Sanitizer ☐ Test Strips	The Following Must Be Provided	☐ Hair Restraints, Hat/Hair Net ☐ Gloves ☐ Soap And Paper Towels ☐ Dial Stem Thermometer	

*All off-site ware washing must be done in an approved facility.

Temporary Event Fee Schedule Please consult with the WCHD Environmental Health Department to determine your appropriate fee. Government entities, schools, churches, and non-for profit (NFP) groups pay 50% of temporary event fees, however, are still subject to the full late fee. NFP are required to provide proof of their NFP status.				
Category	Description w/ Examples	Fee	Fee if received no less than 7 days to the event start	Fee if received no less than 3 days of event start
Low Risk	Non-Time/Temperature controlled for safety foods. i.e. Popcorn, cotton candy, lemon shake ups, prepackage ice cream	\$72	\$122	\$144
Medium risk	Food prep, hot/cold holding. i.e. Burgers, hot dogs, pizza, sandwiches, fried foods	\$108	\$158	\$216
High risk	Smoking, cooling & reheating. i.e. pig roast,	\$162	\$212	\$324

Late fees will be charged if permit applications and fees are not received a minimum of 7 days of the event start date. Permit applications and fees received within 3 days of the event start date will be doubled.

All fees are non-refundable. Make checks payable to Will County Health Department

Credit card payments can be made at www.govpaynow.com use PLC code 7078 or call 888-604-7888 option 2

I have read the WCHD Tech Release No. 4 regarding temporary Food Establishments and will comply with the requirements.

Signature of Applicant: _____ date: _____

FOR OFFICE USE ONLY		
SR #	Permit fee:	Received by:
Date paid:	IN#	RP#
Payment Type:	Cash	Check/CC Trans#